



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Security Officer

Full-Time, Regular & Casual

Brandon, MB

Comp #20-25/26

Salary: \$43,056 to \$50,544.30 (\$20.70 to \$24.30 hourly)

Classification: Service Worker 2

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research.

Our future success rests on our ability to develop a sustainable thriving workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: creativity, collaboration, and courage.

The Security Officer is the front line for security at Assiniboine College, providing comprehensive protective services to all campuses under Assiniboine's jurisdiction. This role is vital in preserving public peace, ensuring the safety and security of college buildings and grounds, and delivering courteous assistance and direction to staff, students, and visitors. The Security Officer is a visible representative of campus safety and is expected to respond promptly and effectively to emergencies and incidents.

Key Responsibilities:

- ▶ Conduct regular interior and exterior patrols of college properties to maintain security control.
- ▶ Respond to emergency situations in accordance with established Policies and Procedures.
- ▶ Investigate complaints related to security incidents including theft, vandalism, maintenance issues, and workplace violence.
- ▶ Monitor electronic and computerized security systems; respond to alarms (duress, intrusion, fire, etc.).
- ▶ Provide information, assistance, and directions to all individuals on campus with professionalism and courtesy.
- ▶ Complete detailed Incident Reports for all unusual or illegal events.
- ▶ Answer phone inquiries, manage door access requests, and assist the elderly and individuals with disabilities as needed.
- ▶ Operate CCTV systems and observe individuals for signs of irrational behaviour, intoxication, etc.
- ▶ Administer First Aid and CPR/AED to injured people as required.
- ▶ Other duties as required.

Qualifications:

- ▶ Must hold a valid driver's license (Class 5 minimum)
- ▶ Must hold a valid Manitoba Security Guard License
- ▶ Current certification in First Aid and CPR/AED (must be maintained)
- ▶ City of Brandon Bylaw Training (to be achieved in 6 month of hire)

This competition will remain open until the position is filled.



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Discover full details about the position please see the attached job description.

Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ Creativity: We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ Collaboration: Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ Courage: Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.

How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.